



**REPORT of
PERFORMANCE, GOVERNANCE AND AUDIT COMMITTEE WORKING GROUP**

**to
PERFORMANCE, GOVERNANCE AND AUDIT COMMITTEE
4 JUNE 2026**

OFFICER MEMBER PROTOCOL

1. PURPOSE OF THE REPORT

- 1.1 To seek the Committee's approval of an updated Officer Member Protocol, replacing the current version. The draft revised Protocol was prepared by the Monitoring Officer and then considered by the Performance Governance and Audit (PGA) Working Group before being brought forward for Committee consideration.

2. RECOMMENDATION

That the Performance Governance and Audit Committee approves the Officer Member Protocol (**APPENDIX A**) for adoption with immediate effect, replacing the existing protocol.

3. SUMMARY OF KEY ISSUES

- 3.1 The Officer Member Protocol has not been reviewed for some years as a result the protocol was not clear and in some instances created ambiguity.
- 3.2 A draft updated Protocol was presented to the Performance Governance and Audit (PGA) Working Group by the Monitoring Officer at its meeting on 2 February 2026. The Working Group reviewed the draft and provided input to ensure it is clear, practical and reflects current governance arrangements. The Officer Member Protocol is attached at **APPENDIX A** of this report.
- 3.3 The Protocol supports effective decision-making by setting out clear expectations about roles, responsibilities and standards of behaviour for Officers and Members.
- 3.4 The updated Protocol refreshes wording, clarifies routes for raising concerns, reflects current committee and governance structures, and references contemporary working practices (including digital communications).
- 3.5 The Protocol is intended to complement the Council's Constitution, Codes of Conduct, and related governance policies by setting out practical guidance for day-to-day interactions.

4. CONCLUSION

- 4.1 Approval and adoption of the updated Officer Member Protocol will provide an up-to-date framework for constructive working relationships, reduce the risk of

misunderstanding, and support consistent, professional engagement between Members and Officers.

5. IMPACT ON PRIORITIES AS SET OUT IN THE CORPORATE PLAN 2025 - 2028

5.1 Delivering good quality services

- 5.1.1 The Protocol supports effective governance, clearer accountability and better decision-making, contributing to good quality services.

6. IMPLICATIONS

- (i) **Impact on Customers** –Improved governance and decision-making support consistent service delivery and communications to residents and service users.
- (ii) **Impact on Equalities** –The Protocol promotes respectful, professional behaviours and clear processes, supporting a culture of fairness and inclusion.
- (iii) **Impact on Risk (including Fraud implications)** – Clear expectations and escalation routes reduce the risk of misunderstanding, inappropriate influence, and governance failures.
- (iv) **Impact on Resources (financial)** – None.
- (v) **Impact on Resources (human)** – None
- (vi) **Impact on Devolution / Local Government Reorganisation** - None identified at this time.

Background Papers:

Enquiries to: Emma Holmes Director of Legal and Governance (Monitoring Officer).